

SCOPE OF DUTIES STATEMENT

AFFORDABLE HOUSING FINANCE COORDINATOR (EL PASO CONTRACT POSITION)

General Purpose

Under general direction, provide day-to-day management of the Housing Finance Corporation (HFC), in accordance with the direction of the HFC Board of Directors. The management includes strategic planning for the organization, providing recommendations to the Board, and oversight of housing programs. Serve as the liaison between public and private stakeholders in affordable housing and make policy recommendations to sponsoring entity. Perform professional duties for the City of El Paso in addition to duties assigned by the HFC.

Typical Duties

- Develop long-range plans, recommendations, annual work plans and budgets in accordance with direction established by the HFC Board.
- Oversee financial analysis and deal structuring for housing related projects in conjunction with financial advisors and bond counsel and day-to-day operation of HFC.
- Create single family and multifamily programs (as needed) that increase the supply of affordable housing in El Paso.
- Develop contracts, resolutions, briefings, and Request for Proposals (RFPs) as needed.
- Review and underwrite proposals submitted for investment and other financial information related to housing programs.
- Coordinate board meetings, retreats, and training opportunities, including business plans, projections, and alternatives.
- Supervise staff, including training, oversight, and evaluation (if applicable).
- Secure funding from local, state and federal funding sources as needed and approved by Board.
- Maintain effective working relationships with co-workers, officials, nonprofit and for profit developers, builders, local real estate industry, general counsel, bond counsel, financial advisors, underwriters, mortgage lenders, and other contractual partners under Mortgage Revenue Bond Programs.
- Create public relations initiatives with oversight of marketing, solicitation, and outreach plans.
- Attend annual conferences.
- Seek out leadership positions in trade association related to the development of public policy on affordable housing.
- Oversee regulatory compliance filings.
- Perform liaison function with City staff and Community and Human Development and the Economic Development departments with respect to housing related activities.
- Develop brochures for use by the public that will outline the various public/private affordable housing programs that are available throughout the City of El Paso.
- Assist in creating a program to develop and/or dispose of city owned lots-utilizing stuck off properties as well as accessing HUD properties through the asset management program.
- Develop an orderly Low Income Housing Tax Credit (LIHTC) process for El Paso, taking a proactive position in regards to the location, type, size, etc., of housing.
- Assist in securing LIHTC's set aside from the State of Texas.
- Perform additional administrative and professional duties as assigned by the City or HFC in conjunction with Community and Human Development Department.

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Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree (Master's preferred) in Business, Urban Planning, Finance or other related field, plus five (5) years of professional level experience in real estate, housing, mortgage lending, banking or other related field with exposure to nonprofit and for-profit housing providers, and local, state and federal funding programs that included structuring of tax-exempt and taxable single and multifamily mortgage revenue bond programs.

Knowledge, Skills, and Abilities: Knowledge of market niches in the field, which would lead to the creation of innovative products. Knowledge of structuring complex, multi-layered real estate transactions. Excellent communication, negotiation, and presentation skills. Ability to effectively interact with the public sector, including municipal, state and federal governments, boards and loan committees.

Licenses and Certificates: Valid Texas Class "C" Driver's license or equivalent issued by another state by date of hire.